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# Rules and Regulations governing the Treasury Department in its various branches

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Furnished in response to a resolution adopted by the Senate  
of the United States February 1, 1907

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IN FOUR PARTS  
PART 1

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FEBRUARY 26, 1907  
Ordered to be printed



WASHINGTON  
Government Printing Office  
1907

## MINT SERVICE.

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*General instructions and regulations in relation to the transaction of business at the mints and assay offices of the United States.*

(In force November 1, 1890.)

TREASURY DEPARTMENT,  
OFFICE DIRECTOR OF THE MINT,  
Washington, D. C., October 1, 1890.

### **ART. 1.—RECEIPT OF BULLION.**

**SECTION 1.** All bullion deposited or purchased at any of the mints or assay offices of the United States shall be weighed in the presence of the depositor or his agent, and the weight shall be verified by the registrar of deposits, when such office exists.

If the bullion appears to be of less value than one hundred dollars, or so base as to be unsuitable for the operations of the mint, it may legally be refused.

The weigh clerk and registrar shall enter in their respective books the name of the depositor, the number and date of each deposit, kind of bullion, weight before melting, and, if practicable, the State, county, and mine, or country whence derived; if the bullion consists of stamped bars, the name of the refinery, smelting works, or assay office where manufactured; and if of foreign coin, the country where issued shall be stated, together with the character or denomination. When composed of foreign coin so mixed as not to admit of classification with reasonable labor or diligence, the deposit may be entered as "mixed foreign coin," with the nearest practicable description.

**SEC. 2.** In receiving and weighing deposits, fractions of one-hundredth of an ounce for gold and five-hundredths of an ounce for silver shall be disregarded and inure to the benefit of the melter and refiner's accounts.

Parcels may be weighed separately, according to the wishes of the depositor, but separate assays of different parcels belonging to the same depositor shall not be made unless for sufficient reason at the discretion of the chief officer.

**SEC. 3.** The bullion deposited shall be received as gold or silver bullion and entered in the gold or silver weigh book, according as the fineness of the gold or of the silver appears to predominate.

**SEC. 4.** If its value can not be ascertained without melting, the deposit shall be placed in a self-locking iron pan and sent to the deposit melting room, and, after being melted, shall be returned to the weigh room in the same pan. Proper precautions shall be adopted by the chief officer to insure the safety of the bullion while being carried from the weigh room to the deposit melting room and while being

melted and returned to the weigh room to be reweighed. The reweighing shall be made by the persons before mentioned, and carefully recorded in the books of the registrar and weigh clerk.

In order further to insure the safety of the bullion in the weigh room and deposit melting room, and while in transit between the two rooms, all persons not employed therein shall be excluded therefrom, and the transfer between the two rooms of the locked pans containing the bullion shall be intrusted only to employees designated for that purpose by the superintendent.

SEC. 5. The registrar of deposits shall enter in his register the loss in melting. This book shall be submitted weekly to the melter and refiner, who shall carefully examine and note in the same whether the differences in the weights of deposits before and after melting are usual and fairly result from the nature of the deposit in each case. The book shall then be submitted to the chief officer for examination, and at the end of the quarter shall be forwarded to the Bureau of the Mint.

The weights before and after melting, and the deductions, if any, allowed the melter and refiner, as well as the weight allowed the depositor, shall be recorded in troy ounces and hundredths of an ounce.

SEC. 6. The sweepings of the two rooms and the residual granules and fluxes shall be kept and accounted for by the superintendent.

SEC. 7. The melter and refiner shall supervise and direct the mode of melting deposits in the deposit melting room; and the weight after melting and after deduction, if any, shall be that with which the depositor shall be credited and the melter and refiner charged by the superintendent. The melter and refiner is empowered to call upon the assayer, before and during the operations of melting, to make any examinations necessary to determine the quality of the gold and silver and the character and approximate quantities of foreign substances associated with the precious metals.

SEC. 8. For the weight before melting the superintendent shall give a receipt, which shall be surrendered by the depositor when he calls for payment. If the depositor transfer his "mint receipt," he shall indorse it before doing so. The indorsement on the mint receipt shall be legally and technically correct.

SEC. 9. As soon as the weight after melting and after deduction—where that is allowed by proper authority as compensation for unavoidable loss in the removal of base metal—is ascertained, the date of deposit, name of the depositor, description of bullion, and weight after melting and deduction shall be transcribed upon a blank called the assayer's report. This shall be taken to the assayer, and the superintendent shall deliver to the assayer from each parcel of bullion a sufficient portion for assay.

SEC. 10. The assayer shall insert in the report the fineness of the gold or silver contained in the deposit. If the base is ascertained to be copper suitable for standard metal, he shall so state in his report. He shall also insert in his report the charges to which the deposit is subject. He shall return the report to the superintendent.

SEC. 11. From the weight of the bullion after melting and deduction, and the report of the assayer as to fineness, the value of the deposit and the amount of charges shall be computed. A detailed memorandum thereof shall be given to the depositor.

A certificate of the net value of the deposit, specifying the amount and mode of payment, shall be made out and signed by the superintendent.

The correctness of the certificate shall be verified by the assayer, who shall countersign the same; and the necessary computations for verification shall be made in his office or by a clerk under his control.

SEC. 12. The fineness reported by the assayer and the weight at standard fineness of the gold and silver contained in the deposit shall be entered by the weigh clerk and registrar of deposits in their respective books and furnished to the melter and refiner.

The melter and refiner shall weigh each deposit separately, and, in order that discrepancies may be corrected, shall ascertain whether, including the bullion delivered to the assayer, the amounts of gold and silver contained in each deposit agree with the amount of each charged to him by the superintendent.

SEC. 13. In every case of melting the depositor shall have the benefit of the granules in the flux, which in each case shall be separately ground and washed, and also the benefit of the scrapings of the crucible in which the deposit was melted.

SEC. 14. When the depositor presents his mint receipt he shall sign the receipt attached to the certificate of payment and the duplicate in the register of warrants. The coin or bars shall then be paid to him, and he will retain the memorandum.

SEC. 15. No person employed in the institution in which the deposit is made shall act as agent for the depositor.

SEC. 16. Deposits of bullion by registered mail shall be received for by the superintendent or assayer in charge, and such receipt shall be in lieu of the depositor's usual "mint receipt," which shall be issued in the name of the superintendent or assayer in charge, and the certificate of payment shall also be in his name. The superintendent, or assayer in charge, shall certify on the certificate of payment that the check in payment, giving the number, was drawn in favor of the depositor.

In paying for deposits so received, the check (when payment is made by check) shall be drawn to the order of the depositor, or in favor of such person or agent as may be designated in writing by the depositor at the time the deposit is made; and when paid in cash, the cash shall be transmitted to the depositor by express or registered mail, when so requested, at the risk and expense of the depositor.

SEC. 17. All orders for payment of deposits to persons other than the depositor shall be duly authenticated by the superintendent or assayer in charge, and, together with all mail and express receipts, which shall be specific, shall be retained as vouchers for the transactions.

SEC. 18. In no case shall a check in payment of a deposit be drawn in favor of the superintendent or assayer in charge, or of any officer or person employed in the institution where the deposit is made.

NOTE.—The coinage laws presume that transactions with depositors are in person. Yet as a matter of convenience to the public, in cases where extraordinary objections do not rise, officers in charge are authorized to exercise discretion in the matter of receipt of deposits at second hand, by express or mail, under such precautions as are above prescribed and such further precautions as may be applicable to individual cases.

In doubtful cases officers in charge should decline to receive deposits, except directly.

## ART. 2.—REPORTING ON BULLION.

SECTION 1. All deposits of gold or silver at the mints and assay offices of the United States, except the classes of deposits enumerated in the following section, shall be reported by the assayer to the half-thousanthd.

SEC. 2. Deposits of fine gold bars of United States or foreign gold coin and of gold bars bearing the stamp of a United States mint or assay office (except unparted bars), and all gold deposits of standard fineness or over not requiring parting or refining, shall be reported to the quarter-thousanthd. Fine gold bars and gold bars of standard fineness and upward, resulting from the operations of the melter and refiner, shall also be reported to the quarter-thousanthd.

SEC. 3. In case the melter and refiner at any of the coinage mints or the assay office at New York has grounds for questioning the fineness of any deposit as reported by the assayer, he shall report the circumstances to the superintendent, who shall order a reassay of the deposit and prescribe precautions for verification.

## ART. 3.—PARTIAL PAYMENT ON GOLD DEPOSITS.

SECTION 1. In case of deposits of gold coin, United States mint or assay office bars redeposited, or fine gold bars bearing the stamp of well-known refineries, requiring either to be melted or reassayed, payment therefor may, at the discretion of the superintendents of the coinage mints and assay office at New York, be made within 2 per cent of the value of the gold contained therein, ascertained within one-thousanthd part by assay, provided that no partial payment be made on a deposit the value of which is less than \$5,000.

## ART. 4.—CHARGES ON DEPOSITS AND PURCHASES OF BULLION.

Section 3524 of the Revised Statutes makes it the duty of the Director, with the concurrence of the Secretary of the Treasury, to fix, from time to time, the charges for the various operations on bullion, so as to equal but not exceed, in his judgment, the actual average cost, at each mint and assay office, of the materials, labor, wastage, and use of machinery employed.

SECTION 1. *Melting charge.*—A charge of \$1 shall be imposed for each melt of bullion, except in the case of uncurrent United States coin and fine mint bars.

SEC. 2. *Parting and refining bullion (rate per ounce gross).*—On silver bullion containing less than 0.300 of gold, three-fourths of 1 cent per ounce; on bullion containing from 0.300 to 0.500 of gold, 2 cents per ounce; on bullion containing over 0.500 of gold, 4 cents per ounce.

Silver allowed the depositor shall be calculated on the basis of refining the gold to 0.990.

When bullion contains less than three-tenths of a thousandth of gold it shall not be reported for the benefit of the depositor.

Base bullion containing less than 300 parts of gold per 1,000 shall pay a charge of 2 or 3 cents per ounce, or such material may be declined, at the discretion of the chief officer.

If the alloy be all good copper when but one of the precious metals is present, the charge may be one-half cent per ounce.

**SEC. 3. Refining silver (rate per ounce gross).**—A refining charge of three-tenths of a cent per ounce shall be imposed upon silver bullion free from gold, assaying from 998 to 998½, and a charge of four-tenths of a cent upon such bullion assaying from 980 to 997½.

Bullion below 980 shall be subjected to the parting or refining charge of three-fourths of a cent per ounce.

**SEC. 4. Toughening charge.**—Gold bullion,  $\frac{1}{2}$  to 2 cents per ounce gross; silver bullion,  $\frac{1}{2}$  to  $\frac{1}{2}$  cent per ounce gross. This charge is made to cover the cost of fitting brittle fine bars for coinage operations and shall not be imposed upon unparted bars except in special cases where it is necessary to toughen an unparted bar returned to the depositor, or when the bullion contains iridosmine, etc.

**SEC. 5. Copper alloy.**—Two cents per ounce of copper required.

**SEC. 6. Bar charge.**—On bullion deposited for fine bars not required to be parted or refined, and for standard or unparted bars. Bars of fine gold over \$5,000 in value, 4 cents per \$100; bars of fine silver per ounce,  $\frac{1}{2}$  cent; bars of standard gold per \$100 value, 10 cents; bars of standard silver per ounce gross,  $\frac{1}{2}$  cent; bars of unparted bullion per ounce gross,  $\frac{1}{2}$  cent; small gold bars (less than \$5,000), assorted sizes, 5 cents per \$100; small gold bars (less than \$500), assorted sizes, 7 cents per \$100; small silver bars (less than 125 ounces),  $\frac{1}{2}$  cent per ounce.

**SEC. 7. Assay charge.**—Assaying samples of bullion, \$2.

**SEC. 8. Deposits of United States coin.**—(1) United States gold coin of legal weight shall not be received from depositors except in sums of not less than \$5,000 in exchange for gold bars.

(2) Deposits of uncirculated or mutilated gold and silver coins of the United States shall be received and paid for as standard metal, without previous melt or assay, after due allowance for adherent dirt and loss in melting.

Mutilated or otherwise uncirculated United States gold coins of any denomination will be received at any of the mints or assay offices of the United States, and the value of the fine gold coin contained will be paid to the depositor at the rate of \$20.67+ per ounce fine or \$18.60+ per ounce standard (0.900 fine).

Returns for mutilated coins will be made by check payable to the order of the depositor, unless remittances by express or registered mail are preferred. In either case the payments will be at the depositor's expense and risk.

The superintendents of the mints at Philadelphia, San Francisco, New Orleans, and Denver will purchase, when presented in sums of \$3 and upward, mutilated and uncirculated United States silver coin at the price fixed by the Director of the Mint for silver contained in gold deposits.

Uncirculated coins should be transmitted to the mints by registered mail or express (charges prepaid). The value will be returned in the same manner at the seller's expense and risk.

At the end of each month the superintendent shall deposit the coin so received—gold and silver separately—in his own name, and if the assayer finds that the fineness of the deposit is within the limit of legal deviation from fineness of United States coins, he shall certify that the deposit is standard metal.

Any gain shall inure to the benefit of the melter and refiner's account.

SEC. 9. *Bullion subject to a parting and refining charge.*—Except in the case of bullion alloyed with copper and directly suitable for the composition of standard metal, all gold bullion below 0.990 fine shall be subject to a parting or refining charge and the parted metals allowed the depositor.

SEC. 10. *Allowance for gold and silver in deposits.*—Where gold and silver are combined in the same deposit, if either metal be in such small proportion that it can not be separated advantageously no allowance shall be made to the depositor for its value, but wherever the character of the bullion is such as to require the parting operation the charge shall be imposed and the depositor credited with the value of the parted metal.

SEC. 11. *Method of ascertaining the number of ounces of copper to be charged for as alloy.*—On deposits to be paid in gold coin and containing both gold and sufficient silver to require parting or refining, the number of ounces of copper required for alloy shall be ascertained by taking  $\frac{1}{10} - \frac{1}{11} = \frac{1}{90}$ , or practically (except for large deposits)  $\frac{1}{11}$ , of the ounces of gold at standard fineness contained in the deposit.

On gold bullion deposited for gold coin and not requiring parting and refining the alloy charge shall be imposed for one-tenth of the number of ounces of gold at standard fineness contained in the deposit, less the number of ounces of copper and silver contained therein.

SEC. 12. *Definition of technical terms.*—The following shall be understood to be the meaning of the three principal terms used in operating chemically upon gold and silver:

- (a) "Refining" is the removal of base from precious metals.
- (b) "Toughening" is refining in the dry way by fluxes in the melting pot.
- (c) "Parting" is the separation of gold and silver from each other, usually in the wet way, by acids, and accompanied incidentally by refining both the gold and silver.

**ART. 5.—SPECIAL REGULATIONS APPLICABLE TO THE ASSAY OFFICES AT HELENA, BOISE CITY, ST. LOUIS, CHARLOTTE, SEATTLE, AND DEADWOOD.**

NOTE.—The operations of these institutions are confined by law to the receipt of deposits of gold and silver, melting the same, with fluxes when necessary, and casting them into unparted bars, assaying and stamping each bar with its weight in Troy ounces and the proportion of the precious metals contained in it, and returning to depositors in unparted bars the identical bullion deposited; or in the case of gold deposits, paying to the depositor, or his order in writing, by check on an assistant treasurer or depository bank, the net value of the gold and silver contents.

**SECTION 1.** Regulations contained in articles Nos. 1 and 2, relative to the receipt of and reporting on bullion, shall be observed at the foregoing offices.

SEC. 2. All bullion, except United States mint or assay-office bars, deposited at these institutions shall be delivered by the officer in charge to the melter, who shall receipt for the same, specifying in such receipt and entering in his books the weight of each deposit before melting. After melting such bullion the melter shall note in his books the weight and the number of the bar cast, and deliver the bar to the assayer, taking a receipt therefor. The assayer shall then

assay the bar and stamp upon it its weight and the fineness of the gold and silver contained therein. This shall be entered in the books. The melter shall keep and submit weekly to the assayer for inspection a register of deposits (similar to the register of deposits required to be kept at the mints). The assayer shall carefully examine this register, noting whether the differences in weight before and after melting are usual and fairly result from the nature of the deposit in each case.

SEC. 3. Bullion containing less than 500 parts of gold shall not be received for payment of its value in coin.

SEC. 4. The charge for melting, refining by fluxes, assaying, and stamping each deposit shall be one-eighth of 1 per cent of the gross value of the bullion. When the value of the deposit is less than \$100 the charge shall be imposed as of the value of \$100. But where more than one melt is necessary, or extra materials are required to remove base metals contained in the deposit so as to render the bullion ductile, an extra charge to cover such additional expense shall be made.

SEC. 5. Upon gold bullion deposited for payment in coin, in addition to the assay-office charge for melting, assaying, and stamping, the same charges shall be imposed as would be imposed on such deposit at the mint at Philadelphia, whither it is to be forwarded for coinage.

SEC. 6. The mode of transporting unrefined gold bullion to a coinage mint for parting and refining and for subsequent coinage and of defraying the cost of the transportation will be prescribed from time to time by the Director of the Mint.

The practicability of paying the cost of transportation from the appropriation for "freight on bullion and coin between the mints and assay offices" will depend each year upon the specific annual appropriation, and, further, on the force and intent of the act of appropriation. In case no specific appropriation is made by Congress, or if for any reason no funds are immediately available for the purpose indicated, upon notification by the Director a charge shall be imposed on each deposit, in addition to the regular mint charges as prescribed in article 4 of these rules and regulations, to cover the cost of transporting the bullion to a coinage mint.

SEC. 7. Payment for deposits of gold bullion for coin will be made as prescribed from time to time by the Director of the Mint, and until further ordered, as follows:

Mint at Denver, by check on United States depository banks at Denver, assistant treasurer, Chicago, or coin over counter.

Assay office at Deadwood, by check on depository bank at Deadwood and assistant treasurer at Chicago.

Assay office at Seattle, by check on depository bank at Seattle and assistant treasurer at New York, Chicago, and San Francisco.

Assay office at Helena, by check on United States subtreasury, depository bank at Helena, and assistant treasurer at Philadelphia.

Assay office at Boise City, by check on United States subtreasury at New York or depository bank at Boise City.

Assay office at St. Louis, by check on United States subtreasury at St. Louis.

Assay office at Charlotte, by check on United States subtreasury at New York or depository bank at Charlotte.

SEC. 8. Care shall be taken by the assayer in charge to insure proper melting of the deposits, with a view to avoid unnecessary loss to the depositor. The granules in the fluxes and the scrapings of the crucible shall be credited to the deposit to which they belong.

SEC. 9. The value of the residual fluxes, sweepings, and granules shall, at the close of each quarter, be credited as a profit, and when not used by way of offsetting losses on bullion shipped to the mint shall be deposited quarterly in the Treasury of the United States, and the original certificate of deposit forwarded to the Bureau of the Mint.

SEC. 10. Shipments of gold bullion to the mint at Philadelphia for coinage shall be made at least once each month, and oftener whenever the value of the bullion accumulated amounts to \$10,000.

**ART. 6.—DEDUCTIONS IN CERTAIN CASES OF ORIGINAL DEPOSIT TO BE MADE FOR IMPURITIES, ADHERING FOREIGN SUBSTANCES, AND UNAVOIDABLE LOSS IN FITTING BULLION FOR DEPOSIT.**

SECTION 1. In receiving fine silver bullion, from 0.997½ to 1.000 fine, in drafts of 3,000 ounces and upward, a deduction of from five to ten hundredths of an ounce shall be made on each draft in favor of the melter and refiner's accounts.

SEC. 2. Base silver bullion of which the alloy contains one or more of the following substances, viz, lead, antimony, bismuth, tin, arsenic, and sulphur, shall, at the discretion of the superintendent, be subject to the following deductions on the gross weight of the deposit: When below 0.800 fine, one-half per cent; when from 0.800 to 0.900 fine, one-fourth per cent.

SEC. 3. On all bullion other than that embraced under the preceding section the following deductions from the gross weight may be made by the superintendent as compensation for impurities or for unavoidable loss in fitting bullion for deposit: For gold, 0.0001 of its weight—i. e., 1 ounce in 10,000; for silver, 0.0005 of its weight—i. e., 1 ounce in 2,000. The said deduction shall inure to the benefit of the melter and refiner's accounts.

The melter and refiner may, with the superintendent's approval in each case, make just and proper deductions on base gold bullion deposited for coin or bars, such deductions to inure to the benefit of the melter and refiner's account.

SEC. 4. The deductions made shall in all cases be recorded in the books of the weigh clerk and of the registrar of deposits.

**NOTE.**—The object of the regulations under this head being to protect the Government against the loss which it would sustain by crediting the depositor with the full weight of gold and silver bullion containing base metals other than copper, the authorized deductions shall be made in such cases only to the extent that officers may regard as necessary for this purpose.

**ART. 7.—MANUFACTURE OF BARS.**

SECTION 1. Unparted, fine, and standard bars may be manufactured at the coinage mints and the assay office at New York, and unparted bars at all of the institutions.

SEC. 2. Fine bars may be approved when they have a fineness of 0.992 and upward, and no bars of gold or silver of less weight than 5 ounces shall be issued at any of the mints or assay offices.

## ART. 8.—PURCHASE OF SILVER BULLION FOR COINAGE.

SECTION 1. Silver bullion that may be required from time to time for the coinage of subsidiary silver coin will be purchased by the Director of the Mint, with the approval of the Secretary of the Treasury, for delivery at such mint as may be designated.

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The delivery on purchases must be completed within ten days after the acceptance of the offer unless otherwise specified.

Payment will be made by check drawn by the Superintendent of the Mint on an assistant treasurer of the United States to the order of the seller.

When the bars delivered bear the stamp of well-known refineries, such approximation of the value of the bullion delivered as in the discretion of the superintendent may be regarded safe and proper will be paid, pending melt and assay.

When the bullion delivered on purchases requires parting or refining, the usual mint charges for these operations will be imposed.

Bars improperly manufactured, or lacking solidity, will be subject to a melting charge.

No bars weighing over 1,200 ounces will be received.

The record of the purchases of silver bullion will be kept in the office of the Director of the Mint, and all correspondence in regard to the same should be addressed to him.

SEC. 2. The superintendents of the mints at Philadelphia, New Orleans, and Denver are authorized to purchase, under the provisions of section 3526, Revised Statutes, for subsidiary silver coinage silver bullion in lots of less than 10,000 ounces, at a price to be fixed from time to time by the Director of the Mint.

SEC. 3. Silver contained in gold deposited at any of the institutions of the mint service will be purchased at a rate to be fixed from time to time by the Director of the Mint and treated as a purchase of silver bullion under the provisions of section 3526, Revised Statutes, for subsidiary silver coinage.

SEC. 4. Silver received in payment of charges on silver bullion deposited for bars, and in bar fractions, will be purchased at a rate to be fixed by the Director of the Mint, and will be treated as a purchase of silver bullion under the provisions of section 3526, Revised Statutes.

SEC. 5. Silver received in partings or retained for bar charges and fractions at the assay office at New York and not needed to be held (sec. 3545, Rev. Stats.) for the immediate payment of deposits for bars, shall be transferred to the mint at Philadelphia, as may be authorized, and such silver shall then be treated as a purchase of silver bullion under the provisions of section 3526, Revised Statutes, for subsidiary silver coinage, at a cost the same as allowed to depositors.

SEC. 6. The superintendents of the coinage mints are authorized to use in the coinage of the subsidiary silver deposits of mutilated, worn, or otherwise uncirculated United States silver coins, purchased at a rate authorized from time to time by the Director of the Mint.

SEC. 7. A statement shall be forwarded by the superintendent to the Director of the Mint, exhibiting the quantity of silver delivered on each purchase of 10,000 ounces or over, and cost thereof, as soon after completion of delivery as possible.

SEC. 8. Superintendents of coinage mints shall report monthly to the Director of the Mint the quantity of silver bullion delivered upon each purchase, and the cost of the same. Also the amount of silver parted from gold deposits and retained for bar fractions and charges.

**ART. 9.—ALLOTMENT OF COINAGE.**

SECTION 1. Superintendents of coinage mints will from time to time be instructed by the Director as to the denominations of gold coins to be struck.

**ART. 10.—SEIGNIORAGE ON SILVER COINS.**

SECTION 1. The gain arising from the coinage of silver bullion purchased into coin of a nominal value, exceeding the cost of the bullion, shall be credited monthly to a special fund denominated the "Silver profit fund."

SEC. 2. This fund shall be charged with the cost of distributing silver coins as provided by law, and with the operative wastage and loss on silver in sweeps sold incurred in connection with the silver coinage.

SEC. 3. The moneys to the credit of this fund shall be deposited in the Treasury of the United States as "profits on the coinage of silver" at such times as the Director of the Mint may order.

**ART. 11.—BULLION AND COIN ACCOUNTS.**

SECTION 1. The officers in charge of the various institutions shall render quarterly to the Bureau of the Mint for adjustment, and for examination and settlement by the proper accounting officers of the Treasury Department, accounts in standard ounces and values of the transactions in bullion and coin, accompanied by abstract sheets, showing in detail the deposits and purchases of the quarter, the charges imposed, and the mode of payment, together with proper vouchers for their verification, consisting of original assayers' reports, mint receipts, and certificates of payment, together with abstracts of deposits and purchases remaining unpaid at the close of the quarter and abstracts of deposits and purchases of previous quarters paid during the current quarter, the latter accompanied by the proper vouchers.

Original bills of express companies covering payments made for shipment of coin or bullion shall also be transmitted.

The superintendents of the coinage mints shall forward with their bullion and coin accounts duplicate statements of silver purchases and coinage.

The assayers in charge of the assay offices at Helena, Boise City, Charlotte, St. Louis, Deadwood, and Seattle shall forward with their bullion and coin accounts duplicate detailed statements of bullion shipped to the mint at Philadelphia for coinage and duplicates of the mint memoranda showing the value allowed by the mint on each shipment.

At the close of each fiscal year the same officers shall forward a detailed statement showing the shipments of bullion to the mint for coinage during the year, the charges imposed at the assay office, the amount allowed by the mint on each shipment, and the charges deducted on each at the mint; and the profit, if any, shall be carried to

the credit of "Profit and loss," and the net loss, if any, if not unusual or excessive, shall be debited to the same account.

SEC. 2. The silver purchased under the provisions of section 3526, Revised Statutes, shall be kept at its cost value in an account separate from other bullion.

SEC. 3. Silver deposited for bars at the coinage mints and at the assay office at New York shall be calculated and entered in the accounts at the rate of \$1 per standard ounce.

SEC. 4. The silver wasted and the silver sold in sweeps shall be entered in the accounts at the average cost price of the silver.

SEC. 5. Superintendents of the coinage mints and the assay office at New York shall include with their bullion and coin accounts, accounts with the operative officers of gold and silver in standard ounces only, showing the amount delivered and the amount received from each officer during the quarter, and the balance remaining in the hands of each.

SEC. 6. The bullion and coin accounts shall be rendered so as to reach the Bureau of the Mint not later than thirty days after the close of the quarter.

#### ART. 12.—ACCOUNTS OF ORDINARY AND REFINERY EXPENSES.

SECTION 1. An account shall be rendered at the close of each month to the Director of the Mint for adjustment, and for examination and settlement by the proper accounting officers of the Treasury Department, of the disbursements during the month from advances made from appropriations. This shall be entitled "Ordinary expense account," and shall consist of original pay rolls of the officers and clerks and of the workmen and adjusters, original vouchers for contingent and incidental expenses, an abstract of disbursements, and an account current showing the receipts and expenses and balances of each appropriation as far as advanced.

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SEC. 2. An account shall also be rendered at the close of each month by the superintendent of each of the coinage mints and of the assay office at New York of the expenses of the refinery connected with such institution, similar to the ordinary expense account, except that there shall be no pay rolls of salaried officers. No expense shall be included in this account that is not strictly connected with the business of melting, parting, or refining bullion.

SEC. 3. The above accounts are classified as follows:

(a) *Salaries of officers and clerks.*—These are paid monthly. Pay rolls on forms furnished by the Bureau of the Mint shall accompany the accounts. The pay rolls shall be received in duplicate, the original, bearing the approval of the superintendent or assayer in charge to be sent with the monthly accounts to the Bureau of the Mint and the duplicate retained in the mint or assay office.

(b) *Wages of workmen and adjusters.*—These are also paid monthly. Duplicate rolls shall be prepared as in the case of salaried officers, containing details as to occupation, time employed, rate of compensation, and amount paid; and the original, with the approval of the officer in whose department employed, as well as the approval of the superintendent or assayer in charge, shall be forwarded with the accounts.

(c) *Incidental and contingent expenses.*—These shall be paid by the superintendent or assayer in charge, out of funds advanced by the Secretary of the Treasury or by warrants payable to the persons in whose favor accounts have been audited at the Treasury. The originals of all bills paid from advances from appropriations, properly approved, shall accompany the monthly accounts, together with the certificates required by sections 13 and 14 of article 26.

SEC. 4. All persons employed from day to day shall be regularly appointed, as hereinafter provided, and their names borne on the pay rolls. Vouchers for transient labor and personal services performed by other persons may be paid from contingent appropriations, as well as vouchers for material along with incidental labor.

SEC. 5. For other than usual expenditures, and for expenditures specifically referred to under the head of "Purchase of supplies," previous authority shall be obtained from the Director of the Mint as to the article, price, and quantity, on a statement of the necessity of incurring the expense.

SEC. 6. No advances of salaries or wages shall be made to officers, clerks, or employees, but semimonthly payments may be made to officers, clerks, or employees in the discretion of the superintendent or assayer in charge. For this purpose semimonthly rolls shall be prepared and receipted. The semimonthly rolls shall not accompany the accounts, but the monthly pay rolls shall embrace the service of the entire month.

SEC. 7. The monthly expense accounts shall be forwarded to the Bureau of the Mint not later than ten days after the close of the month.

**ART. 13.—TAKING OF COINS FOR ANNUAL ASSAY AND FOR SPECIAL ASSAY, AND ACCOUNTING FOR THE SAME.**

SECTION 1. The adjustment of the weight of single pieces of gold and silver coin shall be so performed as to satisfy the coiner that they are within the legal limits; and when a delivery of coins is made by that officer to the superintendent the latter must, by the trial of a number of single pieces separately, satisfy himself that the coins are within the legal limits of weight.

SEC. 2. If these trials prove satisfactory the delivery shall be made, and if not satisfactory all the coins shall be weighed separately, and such as are not of legal weight shall be defaced and delivered to the melter and refiner.

SEC. 3. After the superintendent's trials are made, and in case they prove satisfactory, the assay pieces shall be taken without selection or previous weighing, the number in the case of gold coins being 1 for each 1,000 pieces or any fractional part of 1,000 pieces delivered, and in that of silver coins 1 for each 2,000 pieces or any fractional part of 2,000 pieces.

SEC. 4. To prevent abrasion in transit, each gold coin shall be placed in a small envelope, supplied for this purpose by the Bureau of the Mint.

The whole number of assay pieces shall, together with a certificate, signed in good faith by the superintendent and assayer, then be sealed up by the superintendent, without special test of weight, in an envelope, on which shall be inscribed the place of coinage, the date

and number of the delivery, number and denominations of the pieces inclosed, and the amount of the delivery from which taken.

The seal used for the procedure above prescribed shall be a special seal issued to each mint by the Director of the Mint and retained in the personal custody of the superintendent, with the adoption of every precaution against its use for other than the purpose above prescribed.

SEC. 5. The sealed parcels shall be deposited in a pyx designated for the purpose at each mint, and which shall be kept under the joint care of the superintendent and the assayer, and be so secured that neither can have access to its contents without the presence of the other.

SEC. 6. The reserved pieces, in their sealed envelopes, from the coinages of the mints at San Francisco, New Orleans, and Carson shall be transmitted quarterly by express to the mint at Philadelphia, where they shall be carefully preserved in a pyx, under the joint care of the superintendent and the assayer, for delivery to the annual assay commission.

SEC. 7. Records of these transactions shall be kept at each mint in books provided for the purpose; and a statement of the number of pieces in the deliveries and of the denomination of the same shall be transmitted quarterly to the Director of the Mint.

SEC. 8. The proceeds of the assay coins shall, after their examination by the assay commission, be transferred from the proper accounts of the mints to which they belong to the mint at Philadelphia.

SEC. 9. From the first and two subsequent deliveries in each week of gold and silver coins of each denomination of coin delivered by the coiner, specimen pieces, two in number, shall be taken, certified, and inclosed by the superintendent and assayer in the same manner as above described for trial by the annual assay commission, when they shall be promptly forwarded to the Director of the Mint by registered mail for assay by the assayer of the Bureau of the Mint.

SEC. 10. The value of the special assay coin shall be returned at the end of each six months (June 30 and December 31) to the proper mints.

#### ART. 14.—MANUFACTURE AND DISTRIBUTION OF MINOR COINS.

SECTION 1. The metals required for the manufacture of minor coins shall be purchased by the superintendent of the mints at Philadelphia, San Francisco, Denver, and New Orleans, with the approval of the Director of the Mint as to prices, terms, and quantity, after public advertisement, as provided in section 3528 of the Revised Statutes.

SEC. 2. The superintendent shall deliver the metal so purchased to the melter and refiner, who shall be charged by weight with all metal received from the superintendent, and he shall convert the metal so received into ingots of legal alloy. These he shall deliver to the coiner in the presence of the superintendent, the weigh clerk taking an account of the delivery, and the coiner giving a receipt for the same. The deliveries of minor-coin ingots and the resulting coins and clippings shall be conducted in the same manner as deliveries of gold and silver ingots and coins.

SEC. 3. When minor coins are transferred from the Treasury of the United States for recoinage the superintendent of the mint will debit

his minor coinage recoinage account with the weight in troy ounces and the cost thereof, being the face value of the coins transferred, and will in like manner credit such account when the coins are transferred to the melter and refiner, who shall immediately melt and convert the same into ingots of legal alloy as provided in section 2 for metal purchased for minor coinage. The melter and refiner will keep a separate account of ingots manufactured from minor coins melted.

SEC. 4. In case it is not considered practicable or desirable to manufacture the planchets required for the minor coinage at the mint at Philadelphia, the same shall be purchased under contract, made with the approval of the Director of the Mint as to prices, terms, and quantity, after public advertisement. Minor coinage blanks delivered to the superintendent under contract ready for the press shall by the latter officer be at once delivered to the coiner, who shall be charged with the same and credited by weight with all such minor coins delivered to the superintendent.

SEC. 5. The superintendent shall debit his minor coinage metal purchase account with the weight in troy ounces and the cost of the metals purchased for minor coinage, including prepared planchets purchased, and he shall credit that account with the weight in troy ounces and the nominal value of the minor coins received from the coiner.

SEC. 6. At the end of each quarter the superintendent shall credit his minor coinage profit fund account with the seigniorage on minor coins manufactured during the quarter. The same account shall be debited with the expenses of distributing the coin and with the wastage incurred in the minor coinage. The balance to the credit of this account shall be deposited in the Treasury of the United States at least twice in each year, and oftener when required by the Director, as "profits on minor coinage."

SEC. 7. Five-cent nickel and 1-cent bronze pieces will be furnished in the order of application from the United States mint at Philadelphia, Pa., to points reached by the United States and connecting express companies, free of transportation charges, in sums of \$20 on multiples thereof, upon receipt and collection by the superintendent of that mint of a draft on New York or Philadelphia, payable to his order. To points not reached by express companies, delivery under contract with the Government being impracticable, these coins will be sent by registered mail, at applicant's risk, registry fee to be paid by the Government. A supply of these coins will be kept on hand by the assistant treasurers of the United States at New York, Boston, Baltimore, Philadelphia, Cincinnati, Chicago, St. Louis, New Orleans, and San Francisco, and applications for them in these cities should be made to the subtreasuries.

**ART. 15.—STRIKING AND SALE OF MEDALS AND PROOF COINS AT THE MINT AT PHILADELPHIA.**

**SECTION 1.** Dies of a national character may be executed by the engraver of the mint at Philadelphia, and national and other medals struck by the coiner, under such regulations as the superintendent, with the approval of the Director of the Mint may prescribe.

SEC. 2. Private medal dies shall not be prepared at the mint, but, when the regular business of the mint will permit, medals may be

struck from dies furnished by individuals, at a charge sufficient to cover the cost of the operation.

SEC. 3. No proof coins shall be coined, nor dies executed, of such denominations of coins as are not coined for general circulation during the calendar year.

SEC. 4. Proof coins shall be furnished for the current calendar year only, and of such coins as are struck during the year.

SEC. 5. The price of medals and proof coins, etc., shall be fixed by the superintendent of the mint at Philadelphia, with the approval of the Director.

SEC. 6. No coin or piece of any kind shall be struck after the year of its date, or in any other metal or alloy than that in which the coin is issued or authorized to be issued, except experimental pieces in copper or other soft metal to prove the dies, under the direction of the superintendent. All dated dies shall be defaced at the end of each year, and such impressions as the engraver may find necessary to take while preparing the dies shall be destroyed in the presence of the superintendent when the dies are finished.

SEC. 7. The price of the regular proof set of gold coins shall be \$38.50; the proof set of silver and minor coins \$1.50; minor coin proof sets, 8 cents each. Single gold pieces, in proof, will be sold at 25 cents each above their intrinsic value. Silver sets will not be separated.

SEC. 8. The current coins of the United States, at present authorized to be struck, are: Gold double eagle, eagle, half eagle, and quarter eagle; silver, half dollar, quarter dollar, dime; copper-nickel, 5 cents; bronze, 1 cent.

SEC. 9. The superintendent shall have the general supervision of the manufacture of medals and proof coins and of pattern pieces authorized to be struck. All communications relating thereto should be addressed to that officer.

SEC. 10. All dies other than medal and the regular coining dies, except when in actual use, shall be in the custody of the engraver, who shall also safely keep all models from which experimental dies have been prepared. All hubs of the regular coining dies shall remain in the custody of the engraver.

SEC. 11. The coiner shall, on a written order of the superintendent, prepare all medals required, and shall keep an accurate record of those manufactured, with a description of the metal employed therein and the number struck, and in the case of gold and silver medals shall furnish the superintendent with duplicate accounts, charging the amount of bullion employed and the amount lost in the manufacture of the same. He shall also keep an accurate account of all medals manufactured, with the amount of bullion contained therein, and the loss sustained in the manufacture of the same.

SEC. 12. The melter and refiner shall deliver to the coiner, upon the latter's requisition, approved by the superintendent, fine gold and silver to be employed in the manufacture of medals, charging the coiner with the number of ounces delivered. In the settlement of this account the coiner shall, from time to time, as may be convenient, after medals have been manufactured, redeliver to the melter and refiner all the fine or other bullion remaining, in the form of clippings, strips, or ingots, and any deficiency shall be made good by the coiner.

SEC. 13. All medals and proof coins shall be delivered by the coiner

to the superintendent or one of his clerks, to be called the medal clerk. The superintendent shall keep an accurate account of all the medals sold by him, and also of those delivered to him by the coiner, pay for the latter out of the medal fund, and receive and give appropriate vouchers for all medals received and sold. He shall render quarterly to the Bureau of the Mint an account of the sale of medals and pay into the Treasury of the United States quarterly, or at such other times as may be required by the Director, the profit accruing from such sales, reserving, however, a fund sufficient to meet the incidental expenses attending the manufacture and sale of medals.

SEC. 14. A detailed statement of the medals and proof pieces struck and sold each year shall be forwarded at the close thereof to the Bureau of the Mint.

SEC. 15. All experimental and trial pieces shall be struck by the engraver from planchets furnished by the coiner upon requisition signed by the superintendent for a specific number of pieces.

Dated, or obverse, dies can not lawfully remain in existence after the year of their date.

SEC. 16. It will be a misdemeanor on the part of any officer or employee of the United States Mint, to be followed by dismissal from the mint service, and punishable under the coinage laws of the United States, to commit one or any of the following acts:

(1) To strike, either by hand or by machinery, a coin of the United States, or a dated pattern piece, or experimental piece, after the year of its date.

(2) To strike from a regular coinage die or dies of the United States a piece in any other metal or alloy, or of a weight and fineness, other than prescribed by law for coin of the same denomination, except as provided by section 6 of these regulations.

(3) To strike, except as provided by section 6 of these regulations, from a coinage die or dies of the United States a piece of stated denomination in which the obverse or reverse, or both, shall be other than as authorized by law for coin of the same denomination, or in the striking of which dies are used other than employed in the regular coinage of coin of the same denomination.

(4) Experimental pieces of proposed designs or of new coins for the official use of the Director of the Mint under section 3510, Revised Statutes, and on his written requisition, shall be struck in such metal or alloy only and of such weight and fineness as prescribed by law for coins of the same denomination. Such experimental pieces will be receipted for by the Director, and if not adopted for regular coinage during the same year will be defaced by him as soon as the use is subserved for which they were struck, and forthwith returned to the superintendent, who shall cause them to be melted in his presence and that of the melter and refiner, when both of these officers shall join in a written statement to that effect, which statement, to be sent to the Director of the Mint, shall be a voucher to the Director of the Mint, and so put upon record in the regular archives of the Bureau of the Mint. Such pieces, if adopted for coinage, will be returned by the Director and receipted for by the superintendent.

#### ART. 16.—DIES.

SECTION 1. The superintendent of the mint at Philadelphia shall, on the requisition of the coiner, supply the last-named officer with

necessary working dies. Superintendents of the other coinage mints shall make timely requisitions on the Director of the Mint for such working dies as may be required at the respective institutions. All coinage dies shall be numbered consecutively, and accordingly stamped, in the order in which they are prepared by the engraver.

SEC. 2. The obverse working dies at each mint shall, at the end of each calendar year, be defaced and destroyed by the coiner in the presence of the superintendent and assayer, and the two last-named officers shall transmit to the Director a certified list of the dies defaced and destroyed.

SEC. 3. Reverse dies corresponding to defaced obverse dies returned shall also be returned by the superintendent of each mint, without defacement or injury, to the superintendent of the mint at Philadelphia.

SEC. 4. The superintendent of the mint at Philadelphia shall cause to be kept by the engraver of that mint a book showing the numbers and description of all coinage dies manufactured; the number of the same furnished to the other coinage mints, with separate statements for obverse and reverse dies; the number of reverse and defaced obverse dies returned from the other coinage mints at the end of the calendar year, also with separate statements of obverse and reverse dies, and the disposition in each case of each particular die according to its number.

SEC. 5. A similar book shall be kept by the superintendent of each coinage mint, accounting for each and every die received during the calendar year. When the dies of the previous year have been finally returned to the mint at Philadelphia as above prescribed, a transcript of such book shall be promptly transmitted to the Director of the Mint.

#### ART. 17.—WEIGHTS USED AT THE MINTS AND ASSAY OFFICES.

SECTION 1. The operative officers, in their accounts with the superintendent, shall be charged and credited with deliveries of bullion or coins by weight, and the accounts kept in standard ounces.

SEC. 2. Troy weights shall be used, and while metric weights are by law assigned to the half and quarter dollar and dime, troy weights shall continue to be employed, 15.432 grains being considered as the equivalent of a gram, agreeably to the act of July 28, 1866.

SEC. 3. Legal weight and fineness of the coins of the United States and their diameter and thickness:

Denominations.	Legal weight.		Fineness (thousandths).	Diameter (twentieths of an inch).	Thickness (thou- sandths of an inch).
	Grains.	Troy ounces.			
<b>Gold:</b>					
Double eagle .....	516	1.075	900	27	77
Eagle.....	258	.5375	900	21	60
Half eagle.....	129	.26875	900	17	46
Quarter eagle.....	64.5	.134375	900	15	34
<b>Silver:</b>					
Half dollar.....	192.9	.401875	900	24	57
Quarter dollar.....	96.45	.200937	900	19	45
Dime .....	38.58	.080375	900	14	32
<b>Minor:</b>					
5 cents.....	77.16	.16075	75 per cent copper, 25 per cent nickel.	16	62
1 cent.....	48	.1	95 per cent copper, 5 per cent tin and zinc.	15	43

SEC. 4. Legal weight, limits of tolerance and abrasion, least current weight, etc., of United States gold and silver coins:

Denominations of coins.	Standard or legal weight.	Tolerance allowed by law on individual pieces.	Minimum legal weight of new coins (less tolerance).	One-half per cent abrasion for 20 years' wear.	Least current weight after 20 years' wear (standard weight less legal limit of abrasion).	Annual abrasion within legal limit.	Actual coefficient of annual abrasion from experiments.
<b>Gold:</b>	<b>Grains.</b>	<b>Grains.</b>	<b>Grains.</b>	<b>Grains.</b>	<b>Grains.</b>	<b>Grain.</b>	<b>Grain.</b>
Double eagle .....	516.0	0.50	515.50	2.58	513.42	0.129	0.0860
Eagle.....	258.0	.50	257.50	1.29	256.71	.0645	.0430
Half eagle.....	129.0	.25	128.75	.645	128.355	.0322	.0215
Quarter eagle.....	64.5	.25	64.25	.322	64.178	.0161	.0107
<b>Silver:</b>							
Half dollar.....	192.9	1.5	191.40	.....	.....	.....	.214
Quarter dollar.....	96.45	1.5	94.95	.....	.....	.....	.137
Dime.....	38.58	1.5	37.08	.....	.....	.....	.077

\* Estimated at one-fifth of 1 per cent a year.

SEC. 5. The weight of \$1,000 in United States gold coin shall be 53.75 troy ounces; of \$1,000 in standard silver dollars, 859.375 troy ounces, and of \$1,000 in subsidiary silver, 803.75 troy ounces.

SEC. 6. The weights ordinarily employed in the transaction of business at the mints and assay offices shall be regulated at the close of each fiscal year, according to the standard weights kept for that purpose, under the inspection of the superintendent and the assayer, and certified to the Director. The examination and regulation of weights at the assay offices shall be made under the inspection of the assayer in charge.

SEC. 7. These regulations shall not be construed to supersede such rules as may be prescribed by the chief officer at each institution for adjusting and keeping in proper condition the weights used in the ordinary transaction of business.

SEC. 8. Space required for storage of United States gold and silver coins:

Description.	Amount.	How put up.	Space required.
Gold coin.....	\$1,000,000	\$5,000 in 8-ounce duck bags.....	Nearly 17 cubic feet.
Silver dollars.....	1,000,000	\$1,000 in 8-ounce duck bags.....	250 cubic feet.
Subsidiary silver .....	1,000,000	.....do.....	150 cubic feet.

MEMORANDUM.—The space occupied by a bag of standard silver dollars, piled snugly in mass, is 12 inches long, 9 wide, and 4 deep. Small silver (subsidiary) packs better than dollars. The weight of \$1,000 in subsidiary silver is about 56 ounces less than that of an equal value in standard silver dollars.

SEC. 9. Space required for the storage of silver bars, various shapes and sizes:

Description.	Weight (ounces).	How packed.	Cubic feet.
New York assay office, oblong flat .....	1,000,000	Single, parallel.....	115
Truncated pyramidal .....	1,000,000	Alternated to match.....	120
Irregular pyramidal .....	1,000,000	Piled crossed.....	180
Irregular cubiform .....	1,000,000	Closely paralleled.....	115
The average space required for 1,000,000 ounces is .....	.....	.....	120

These forms cover substantially all kinds. If piled solidly, without reference to lots, but only to numbers, 115 cubic feet would probably be a fair allowance of space.

## ART. 18.—GENERAL SETTLEMENTS.

SECTION 1. At the close of each fiscal year, and at such other times as the Director may appoint, there shall be an accurate settlement of the accounts of the melter and refiner and of the coiner of the coinage mints, and of the melter and refiner of the assay office at New York, at which times the coiner and the melter and refiner shall deliver to the superintendent all the coins and bullion (including sweeps credited at assay value) in their possession, accompanied with a statement from each officer of the amount and character of each kind of bullion (gold and silver) received and returned by them, respectively, since the last settlement.

If their accounts shall be found just, and it shall appear that there has been a bona fide waste of the precious metals, the difference between the amounts charged and the amounts credited to the melter and refiner and the coiner shall be allowed as wastage, provided the deficiency does not exceed the following limits prescribed in section 3542, Revised Statutes, namely:

*Legal limit of wastage.*

Officer.	Gold.	Silver.
Melter and refiner .....	0.001	0.0015
Coiner .....	.0005	.001

*Bona fide wastage.*

Officer.	In 750 ounces.	In 10,000 ounces.	In 500,000 ounces.	In 900,000 ounces.
Melter and refiner:				
Gold .....	Ounces. 0.75	Ounces. 10	Ounces. 500	Ounces. 900
Silver .....	1.125	15	750	1,350
Coiner:				
Gold .....	.375	5	250	450
Silver .....	.75	10	500	900

SEC. 2. In case of a gain in the operations of the melter and refiner or the coiner, the corresponding value shall be credited by the superintendent as a profit, in his "profit and loss" account, and after paying all necessary losses on bullion, as hereinafter provided in these regulations, the net surplus shall be deposited in the Treasury of the United States as "surplus bullion," and the original certificate of deposit forwarded to the Bureau of the Mint.

SEC. 3. Full and accurate statements, showing in detail the classes of bullion delivered in settlement, and the business of their respective departments during the year, shall be prepared and furnished by the melter and refiner and the coiner to the Director or his representative at the annual settlement. Also statements from the superintendent showing the amount and character of the bullion and coin delivered to and received from the melter and refiner and the coiner during the year, and statements showing in detail the character and description of the moneys and bullion in his possession at the close of the fiscal year.

SEC. 4. At the close of the annual settlement, and at any other time the Director may require, there shall be a full and accurate count and

weighing of the moneys and bullion in the possession of the superintendents of coinage mints and of the assay office at New York for the purpose of ascertaining whether the officer in charge has in his possession the amount of public moneys with which he stands charged by the Treasury Department. Similar counts and examinations of minor assay offices shall be made at such times as may be designated by the Director of the Mint.

**ART. 19.—SALE OF SWEEPS, ETC.**

**SECTION 1.** In the sale of sweeps, by-products, discarded machinery, and old materials care shall be taken to insure competition and obtain the most advantageous rates for the Government.

**ART. 20.—ACCOUNTING FOR WASTAGE AND LOSS ON SWEEPS.**

**SECTION 1.** The grains and sweepings recovered from the deposit melting room and any surplus bullion returned by the operative officers in settlement shall be credited to "profit and loss account" against any loss arising from sale of sweeps and from bona fide wastages incurred during the year in the operations on bullion.

**SEC. 2.** If a surplus remains after paying these losses it shall be deposited in the Treasury at the close of the fiscal year. If the value of the surplus bullion is not sufficient to meet these losses, the deficiency shall be made good as follows:

(1) Melter and refiner's gold wastage and the loss on gold in melter and refiner's sweeps sold, from the appropriations for "parting and refining bullion" and for "contingent expenses," in proportion to the number of ounces refined as compared with the number of ounces melted for ingots.

(2) Melter and refiner's silver wastage and loss on silver in melter and refiner's sweeps, from the appropriation for "parting and refining bullion" and from the "silver profit fund," in proportion to the number of ounces refined as compared with the number of ounces melted for ingots.

(3) Coiner's gold wastage and loss on gold in coiner's sweeps sold, from the appropriation for "contingent expenses."

(4) Coiner's silver wastage and loss on silver in coiner's sweeps, from the "silver profit fund."

**SEC. 3.** In order to prevent a deficiency in the bullion fund, the losses shall be reimbursed in the accounts of the same quarter in which they are incurred.

**ART. 21.—DISPOSITION OF MONEYS ARISING FROM CHARGES, SURPLUS BULLION RECOVERED, SALES OF BY-PRODUCTS AND OLD MATERIAL, AND ASSAYS OF BULLION AND FROM ALL OTHER PROFITS.**

**SECTION 1.** The charges collected from depositors at the coinage mints and at the assay office at New York for "melting, toughening, parting, refining, and the manufacture of bars" shall be deposited in the Treasury of the United States on the last day of each quarter as "parting and refining charges," and the original certificate of deposit shall be forwarded to the Bureau of the Mint.

**SEC. 2.** The charge for copper used in alloy shall be deposited at the same time as an "alloy charge," and the original certificate of deposit forwarded to the Bureau of the Mint.

SEC. 3. The charges collected at the mint at Denver and at the assay offices at Helena, Boise City, Charlotte, and St. Louis for melting, assaying and stamping deposits shall be deposited in the Treasury of the United States on the last day of each quarter as "charges for melting, assaying, and stamping," and the original certificate shall be forwarded to the Bureau of the Mint.

SEC. 4. All funds received from the sale of by-products and old materials, and for assays of bullion, shall be separately deposited on the last day of each quarter in the Treasury of the United States, and the nature of the deposit specified in the certificate of deposit. The original certificate, together with a statement in detail of the receipts from each source, shall be forwarded to the Bureau of the Mint.

No portion of the moneys collected for the purposes named in this section shall be used for the payment of expenses of any kind.

SEC. 5. All other profits and gains of all kinds, not specifically provided for in these regulations, shall be deposited in the Treasury of the United States on the last day of each quarter, and the source or character of the gain designated in the certificate; and the original certificate of deposit in each case shall be forwarded to the Bureau of the Mint.

**ART. 22.—ACCOUNTS OF OFFICERS IN THE COINAGE MINTS AND ASSAY OFFICE AT NEW YORK.**

SECTION 1. The officers who account with each other are the superintendent with the melter and refiner, and the superintendent with the coiner; and in receiving deposits and paying for the same, and in making transfers of coin, bullion, and clippings, these officers should either attend in person or be represented.

SEC. 2. The small parcels of bullion employed by the assayer in his operations are, in contemplation of law, in the custody of the melter and refiner, and must be delivered by the latter officer to the superintendent at the annual settlement.

SEC. 3. From time to time the superintendent shall deliver to the melter and refiner both gold and silver clippings, entries of which shall be made in their respective books.

SEC. 4. The melter and refiner shall be charged with the standard ounces of gold and silver contained in deposits after their fineness has been reported by the assayer, and with the actual weight of the clippings, which are always presumed to be of standard fineness.

SEC. 5. From the ingots of fine gold bars prepared by the melter and refiner, slips shall be taken, for the purpose of assay, from the first and last ingot of each melt, or from a small fine gold bar, by the assayer, who shall report their fineness, and such ingots or bars as are not within the limits shall be reported as condemned, and be remelted by the melter and refiner.

SEC. 6. Gold ingots for coinage may legally vary from 0.899 to 0.901, but in practice they should not be allowed to pass when they vary more than from 0.899,5 to 0.900,5.

SEC. 7. In silver ingots the legal variation is 0.003, but in practice they should not be allowed to pass when they vary more than from 0.898,5 to 0.901.

SEC. 8. The assayer's reports of approved ingots and fine bars shall be kept on file by the superintendent.

SEC. 9. The ingots having been approved, the superintendent, the melter and refiner, and the coiner, or their delegates, shall attend at the weighing, and three accounts shall be taken of the weights at the time. It is necessary that the coiner attend (as well as the melter and refiner), because the ingots are weighed but once, and the delivery to the superintendent by the melter and refiner is simultaneous with the delivery by the superintendent to the coiner.

SEC. 10. In weighing gold and silver ingots and bullion, the maximum weight which the scale-beam is calculated to bear shall not be exceeded, and the largest number of ingots of the various denominations within the limit above mentioned shall be placed upon the scale and accurately weighed, and the account kept by each officer in ounces and hundredths of an ounce; the five-hundredths of an ounce being the smallest weight used in weighing gold, and the one-tenth of an ounce the smallest weight used in weighing silver.

SEC. 11. In all cases of transfer of coin or bullion between the different officers of the mints and assay offices, the same shall be recorded in appropriate books kept for the purpose, and vouchers stating the amount and character of such bullion or coin shall be given and received, and the same regulation shall be observed in business transactions with depositors.

#### ART. 23.—APPOINTMENTS AND REMOVALS.

\* \* \* \* \* SEC. 3. Resignations shall likewise be immediately reported.

SEC. 4. The authority given by section 3504, Revised Statutes, to the assayer, melter and refiner, coiner, and engraver to nominate for appointment in their respective departments shall be considered as applying to all employees for whose conduct these officers are respectively responsible.

SEC. 5. The above regulations relative to appointments and removals shall apply to the mint at Denver and to the assay offices at Helena, Boise City, Charlotte, St. Louis, Deadwood, and Seattle; and no person shall be appointed in the melting department of the mint at Denver or the assay office at Helena except upon the nomination in writing of the melter.

SEC. 6. When temporary appointments are made, as authorized by section 3502, Revised Statutes, such appointments shall be submitted to the Director of the Mint for his approval.

SEC. 7. As nearly as practicable, appointments, transfers, and promotions shall be made to take effect upon the first day of the subsequent month, and removals, except for insubordination or other urgent cause, at the close of the month in which made.

SEC. 8. Oaths of office shall bear the date of commencement of service. Oaths of officers, assistants, and clerks shall be subscribed before a judge of the United States or judge of a court of record in the State or Territory in which the mint or assay office is located. An additional oath is not required in case of transfer or promotion (except to a salaried office), unless the original oath specified the service to which the employee was assigned or appointed.

## ART. 24.—BONDS.

SECTION 1. Bonds for the faithful discharge of duty shall be executed under the requirements of sections 3501 and 3561, Revised Statutes, and in all cases shall be made in favor of the United States, and forwarded to the Bureau of the Mint for approval.

SEC. 2. The amounts of bonds of employees shall be fixed by the superintendent or assayer in charge, with the approval of the Director.

## ART. 25.—APPROPRIATIONS AND EXPENDITURES.

SECTION 1. The annual estimates of appropriations required shall be submitted to the Director in the usual form each year, not later than the 1st day of October. The estimates shall set forth in detail the various items of expenditure contemplated, and authorized by law, and the estimated cost of each item, under the several headings.

SEC. 2. Requisitions on the appropriations shall be made monthly, in the usual form, on the Secretary of the Treasury, and forwarded to the Bureau of the Mint for the approval of the Director.

SEC. 3. At each mint and assay office regular accounts shall be kept of expenditures under the head of each appropriation. No liabilities shall be incurred or contracted beyond the appropriation for each fiscal year.

## ART. 26.—PURCHASE OF SUPPLIES.

SECTION 1. All purchases or contracts for supplies, when public exigencies do not require immediate delivery of articles, shall be made by advertising a sufficient time previously for proposals, and bids received must be opened and recorded, as provided by sections 3709 and 3710, Revised Statutes.

SEC. 2. Before advertising for supplies, written authority for publication shall be procured, pursuant to section 3828, Revised Statutes, through the Director of the Mint, from the Secretary of the Treasury.

SEC. 3. Where facilities for storage exist, and the appropriations permit, officers shall endeavor to contract for, or procure, supplies of coal, wood, metals, acids, salt, etc., in quantities, and at seasons of the year when they can be most advantageously purchased.

SEC. 4. The superintendent shall cause the operative officers to prepare and furnish him estimates of the various articles and quantities that will be required for their respective departments during the period for which proposals are invited, and shall, from these and his own estimates, prepare for the use of bidders schedules of the total quantities required.

SEC. 5. At the hour named in the advertisement the bids shall be opened by the superintendent or assayer in charge, in the presence of the operative officers and of such bidders as desire to be present. Proposals, to receive consideration, must be accompanied by sufficient bonds, and by samples, or such description of the articles as shall clearly designate the kind and quantity to be delivered.

SEC. 6. The bids, after having been publicly read and registered, shall be taken under consideration by the superintendent and operative officers, and, after examination and comparison by them of the quality, quantities, and prices of the articles offered, an award in

duplicate shall be made by the superintendent, attested by one or more of the operative officers, to take effect after submission to and approval by the Director.

SEC. 7. All supplies not obtained by requisition upon the Director of the Mint shall be purchased by the superintendent (or assayer in charge), or upon his order or request, and all articles procured or delivered at any mint or assay office shall be accompanied by bills or memoranda stating the quantity and price; and before payment all accounts for supplies shall be examined and certified by him. The delivery of the articles charged therein must also be certified by the operative officer for whose department the purchases were made, or by the receiving clerk in the absence of such officer.

SEC. 8. Requisitions for all necessary weighers' scales, chemical, assay, or adjusting balances, shall be made upon the Bureau of the Mint, coupled with a statement of the number of pieces of the same kind, name of maker, date of purchase, and condition of those on hand or in use for the purpose intended.

Similar requisitions shall be made for machinery, chemical apparatus, furniture, crucibles, cupels, cupelling furnaces, and heating apparatus.

SEC. 9. Balances worn and out of repair shall be sent to the maker when practicable for renewal if of American manufacture, or to an approved manufacturer of balances when of foreign make, subject to an estimate of the cost of the same to be sent for approval to the Director of the Mint.

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SEC. 11. Regular accounts shall be kept of all supplies purchased and issued, which accounts must show for what purpose and in what department the articles issued were used.

SEC. 12. When payment for supplies is demanded, duplicate bills shall be received by the person to whom payment is due, or by some person authorized in writing to receive payment.

Payees and indorsees shall receipt or indorse by their own hands, officials by full title, and firms with the firm signature by a member of the firm.

Evidence of authority to indorse or receipt for companies shall accompany vouchers made in favor of such corporations. This evidence should be in the form of extracts from the by-laws or records of companies, certified under seal by the president and secretary.

SEC. 13. Vouchers for articles purchased under annual contracts shall be certified as so purchased.

SEC. 14. When a public exigency necessitates the purchase of articles not contracted for, a certificate to that effect shall accompany vouchers for such purchases. In such cases only minimum quantities shall be ordered.

SEC. 15. At each of the mints and assay offices shall be kept an invoice book, in which the original invoices shall be transcribed. Such entries shall include all bills of whatever kind.

SEC. 16. An order book shall be kept, in which shall be entered, in the same manner, all orders for supplies of whatever kind and of whatever quantity. The order book should be paged with a margin for an entry corresponding to the order, so that when desirable the order itself can be left with the dealer.

SEC. 17. Supplies shall not be purchased directly or indirectly from persons connected with the mint service.

SEC. 18. Supplies in store shall be delivered to the officer in charge of each department only upon his written requisition, approved by the superintendent.

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**ART. 28.—LABORATORY OF THE BUREAU OF THE MINT.**

SECTION 1. The assayer in charge of the laboratory of the Bureau of the Mint shall test the coins reserved at the coinage mints for special assay and forwarded to the Bureau of the Mint, and shall determine whether they conform in weight and fineness to the requirements of law.

He shall make a report to the Director of the result of the examination of such coins, which report shall be transmitted to the superintendent of the coinage mint to which it relates.

He is also authorized to make examinations for the Treasury Department of coins and materials submitted to him for the purpose of preventing and detecting counterfeiting of United States coins.

He shall also make any special assays and any special metallurgical, chemical, or physical investigations required by the Director, and perform such other duties as may be assigned to him by the Director.

**ART. 29.—GENERAL REGULATIONS RELATIVE TO MINTS AND ASSAY OFFICES.**

SECTION 1. Each officer is required to give his personal attention and supervision to the business of his department during business hours, except he be necessarily absent, in which case he shall be represented by an assistant or deputy, where such assistant or deputy has been or may be properly authorized, such officer being responsible for the acts of his assistant or representative.

SEC. 2. The mints and assay offices shall be open to the public for the transaction of business from 9 o'clock a. m. to 4 p. m., and between those hours and for such earlier or later periods as the superintendent or assayer in charge may require the officers, assistants, and clerks shall be in attendance in their respective duties.

SEC. 3. The regular hours of labor for workmen and employees in the operative rooms shall be from 8 o'clock a. m. to 4 o'clock p. m. (3 o'clock p. m. on Saturdays), with one-half hour intermission at noon; but the superintendent or assayer in charge may require extra labor in the operations of any department, or of any officer, assistant, clerk, or employee, whenever necessary on account of the business of the mint or assay office; but for all such overwork, or when more than eight hours' labor is performed, extra pay shall be allowed at the rate of one-eighth of a day's wages per hour, except in the case of salaried officers, assistants, and clerks.

SEC. 4. The number of workmen employed shall be regulated by the amount of work to be performed, a due regard being had to economy and the public service.

SEC. 5. Compensation for Sunday shall not be allowed except to per diem employees performing actual and necessary services on that day. In such cases, as well as on days that the institution is legally

closed, the rate of compensation allowed employees necessarily employed shall not exceed the rate of compensation paid them for regular working days.

SEC. 6. Employees and clerks shall not be allowed to visit rooms or departments in which they are not employed, except when necessary in the transaction of business.

SEC. 7. All persons connected with the mints and assay offices shall be required to enter and depart through the main entrance, and the same rule shall be observed by visitors.

SEC. 8. The superintendent or assayer in charge shall devise such mode of securing the safety of the moneys, bullion, and property, and the premises of the building of which he has charge as he may deem necessary; and to this end he shall see that the watchmen, messengers, doorkeepers, etc., have prescribed rounds of patrol, and that a proper and careful examination is made daily, to make sure that the fastenings are secure, the fires safe, and no one concealed in the building.

SEC. 9. The watchmen shall be furnished with firearms and other weapons, kept in constant readiness for immediate use.

SEC. 10. During the working hours none of the employees shall leave the institution without permission, and it shall be the duty of the foremen to report any absence during such hours.

SEC. 11. On the recommendation of the operative officer in whose department they are employed, and at the discretion of the superintendent or assayer in charge, leave of absence not to exceed twenty-one days in any fiscal year may be allowed employees when their services can be spared without additional expense to the Government. Absence over this allowance, whether authorized or unauthorized, except in case of sickness and actual incapacity to labor (and which must be certified by a physician), shall be without pay. Absence without leave shall be a cause of suspension or dismissal.

SEC. 12. Applications for leave of absence shall be made in writing to the officer in whose department the applicant is employed, and if approved by him shall be presented to the superintendent (or assayer in charge) for his action thereon.

No substitute shall be employed in place of an employee absent on leave.

SEC. 13. One-half hour shall be allowed for dinner, which may be brought to the building by the men, but if sent to them, must be received and distributed by the messengers and doorkeepers.

SEC. 14. The workmen shall not pass from the rooms in which they are employed into those appropriated for other operations.

SEC. 15. Smoking, the use of intoxicating liquors or beverages, and carrying or leaving friction matches in the clothes of workmen and others shall not be allowed.

SEC. 16. A time book shall be kept by each officer of the daily attendance of each workman employed in his department, and a summary of the same reported at the end of each month to the superintendent or assayer in charge.

SEC. 17. The principal officer of each department of business shall report to the superintendent or assayer in charge any instance of neglect of duty or want of fidelity in any of the persons employed in his department, and also make a like report if he has reason to

suspect the integrity of any person employed. This information shall be communicated in writing by the officer as soon as it comes to his knowledge.

SEC. 18. The mints and assay offices shall not be closed without authority from the Director of the Mint, with the approval of the Secretary of the Treasury (Sundays excepted), at other times than January 1, February 22, "Memorial Day" (i. e., May 30), July 4, Labor Day (first Monday in September), December 25—or when these holidays fall on Sunday, the succeeding day—and the day designated by the President to be Thanksgiving Day.

SEC. 19. On the occasion of obsequies of public men no expenditure shall be incurred in the draping of public buildings except by authority of the Director.

SEC. 20. Assaying and chemical analyses of ores and of furnace by-products shall not be performed at the mints and assay offices of the United States except at the assay office at Charlotte, N. C.

The mechanical preparation or pulverizing of ores and other minerals, mattes, and slags shall be done upon the premises of the mints and assay offices only when a part of the technical processes of these institutions, and in the course of their regular business.

Assaying or chemical work in a private professional capacity at the hands of officers of the United States mints and assay offices shall not be performed upon the premises of these institutions.

Professional cards and certificates of assay or analysis should be without official captions or signatures. No professional signs shall be displayed upon the premises of the mints and assay offices.

SEC. 21. Official communications to the Bureau of the Mint shall be addressed to the Director, whether in reply to communications signed by the Director or Acting Director.

SEC. 22. Every letter, report, or other paper addressed to the Director of the Mint, or intended to be placed on file, should show on the inside the name or title of the officer addressed, the date when written, and the signature of the writer, and be paged.

Communications on letter paper should be folded in three folds, and those on foolscap paper in four folds, and briefed before mailing on the first or upper fold as follows:

- I. The place where the communication was written, and the date.
- II. The name and official designation of the writer.
- III. A brief of the subject-matter, embracing everything of importance, particularly the names or firms mentioned.

At the top of the fold a space of an inch should be left blank, and the number of inclosures should be noted at the bottom. When communications occupy but half a sheet, a half sheet only should be used.

SEC. 23. Official communications shall be made by telegraph only in case of urgent necessity, or in reply to communications of the same character from the Bureau of the Mint.

Copies of all telegrams shall be kept by the superintendent or assayer in charge and retained as vouchers for telegraph charges. When required for purposes of audit they shall be forwarded to the Bureau of the Mint.

SEC. 24. It is desirable that all business between the Bureau of the Mint and the several institutions under its jurisdiction be on record.

Whatever business may be transacted verbally at the institutions

themselves on occasions of personal visits by the Director of the Mint, or by officers detailed from the Bureau of the Mint, shall not be considered complete until confirmed by letter in the regular course of official communication.

The same rule shall be observed whenever business is verbally transacted at the Bureau of the Mint by officers of the several mints and assay offices.

SEC. 25. No profit shall accrue to any officer, clerk, or workman of any mint or assay office, by reason of the legitimate operations thereof, and no private or extra official work shall be done therein, with or without compensation or reward, by any such officer, clerk, or workman. A violation of this rule shall be cause for dismissal.

SEC. 26. The coiner shall prepare and present to the superintendent to be forwarded to the Director at the end of each month, a statement exhibiting the loss or wastage in each of the operations of his department, as follows:

- I. Loss, if any, in rolling and annealing.
- II. Loss in cutting.
- III. Loss in adjusting, assorting, and milling.
- IV. Loss in cleaning and whitening.
- V. Gain, if any, from rolling and annealing.

SEC. 27. The melter and refiner shall prepare and present to the superintendent, to be forwarded to the Director at the end of each month, a statement exhibiting the amount of gold and silver operated upon and, as far as practicable, the wastage incurred.

SEC. 28. Separate cost sheets of each department shall be kept by the fiscal year, in addition to bullion and coin accounts and the regular expense accounts. The division of accounts shall show in detail the actual debits and credits in each department, and be closed at the end of the year. These divisions shall be as follows: General department, melter and refiner's department, assayer's department, coiner's department, mechanical department, and, in the case of the mint at Philadelphia, engraver's department.

The work of the mechanical department shall be charged up to the several departments in which performed.

At the assay offices the division shall be as follows: Assayer's department, melter's department.

Classified statements of these accounts shall be rendered to the Bureau of the Mint within thirty days after the close of each fiscal year.

SEC. 29. An inventory of personal property in detail shall be forwarded to the Bureau of the Mint not later than the 1st of August, by the superintendents and assayers in charge of the several mints and assay offices, as of a date closing the fiscal year.

NOTE.—The business of the mints and assay offices shall be limited to what can be done strictly within the provisions of the coinage laws of the United States and these rules and regulations.

The practice of all the institutions in the Mint Service in respect to the limitations governing the receipt of deposits and payment therefor shall conform to the coinage laws and these rules and regulations.

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**ART. 31.—DATE, EFFECT, AND AMENDMENT OF REGULATIONS.**

**SECTION 1.** The foregoing regulations shall take effect November 1, 1890, and shall supersede all previous regulations in force which are inconsistent therewith.

**SEC. 2.** Any changes in these regulations, made by the proper authority and affecting any department in the mints or assay offices or the business thereof, will be communicated in writing by the Director of the Mint to the superintendents or assayers in charge, who, in turn, shall officially communicate in writing such changes to the head of the department affected thereby. Notifications of such changes shall be properly filed.

**SEC. 3.** Any modification of the regulations which may be considered necessary or desirable may be submitted by superintendents or assayers in charge, in writing, to the Director of the Mint for his consideration.

**EDWARD O. LEECH,**  
*Director of the Mint.*

Approved.

**WILLIAM WINDOM,**  
*Secretary of the Treasury.*

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